

**Milwaukee County Department of Administration  
Architecture, Engineering & Environmental Services  
633 W. Wisconsin Avenue, Suite 1000  
Milwaukee, Wisconsin 53203  
(414) 278-4861 Fax: (414) 223-1366**

**Bid Document Request Form**

Please complete the following: ☐ Picked Up ☐ Mailed

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
(MC/VISA ONLY) (American Express not accepted)

Credit Card Billing Address (If different from above):

\_\_\_\_\_

\_\_\_\_\_

☐ \*\*General Contractor ☐ Subcontractor ☐ Plan Room

**\*\*All General contractors must be qualified by the Milwaukee County Clerks Office, this qualification lasts for three years and must be date stamped by the County Clerks Office five days prior to the bid due date.**

Project Number: \_\_\_\_\_

Project Name:

\_\_\_\_\_

Cost: (Include handling fee) \$ \_\_\_\_\_

Plans can be sent UPS or FED EX using **recipients** account number but handling fee will still apply. \_\_\_\_\_

*Effective 11/30/09 ALL plans are non-refundable. Please read official advertisement located at [www.county.milwaukee.gov/bop](http://www.county.milwaukee.gov/bop)*